

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, August 18, 2010, in the Planning Commission Boardroom, 18th Floor, 601 E. Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The August 18, 2010, Civil Service Board Meeting was called to order by Chairperson Butler at 6:17 p.m.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

Mr. David Agliano
Ms. Christine Bruno
Ms. Victoria Butler
Ms. Pat Spencer

Mr. Chris Kavouklis, Mr. Rob Mitchell, and Ms. Heidi Swanson were absent, but a quorum was present.

Mr. Ron Zeigler was present as Secretary Ex Officio, representative for the Clerk of Circuit Court.

The following Deputies to the Board were present:

Mr. Don Welch, Aviation Authority
Ms. Vicki Spence, Clerk of Circuit Court
Mr. George Williams, County Administrator
Ms. Michele Hamilton, Sheriff's Office

C. ELECTION OF OFFICERS

Ms. Butler inquired of the Board Members present at the meeting if they wanted to conduct the Election of Officers tonight, or postpone until more Members are present.

Motion: Mr. Agliano to postpone the Election of Officers.

Second: Ms. Spencer

The motion was approved by the Board to postpone the Election of Officers until a future date.

II. AUDIENCE PARTICIPATION OPPORTUNITY

None.

III. OLD BUSINESS

Approval of Minutes of July 21, 2010 Business Meeting

Mr. Gardner asked if there were any additions, deletions, or corrections to the Minutes. Hearing none, the Minutes were approved as presented.

Motion: Ms. Bruno

Second: Mr. Agliano

The Board approved the Minutes of the July 21, 2010, Civil Service Board as presented.

IV. APPEARANCES AND REPORTS

Report from the Employee Advisory Committee (EAC)

Sergeant Alarcon presented the July EAC Minutes to the Board and to give a summary of the August meeting. During the August meeting, the members had a lengthy discussion on employee pay, benefits, compensation, and a number of topics. The same discussion has happened over a period of a number of meetings. The Committee decided to set up a sub-committee to do some fact finding to report back to the main committee. Sergeant Alarcon will be reporting to the Board at a later date. Also at the meeting, the EAC looked at the members' attendance/absences provided on a spreadsheet as part of a yearly evaluation. There are a few members that will be sent warning letters to so they don't violate the EAC by-laws.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion was approved by the Board to include the July 8, 2010, EAC Meeting Minutes into the August 18, 2010, Civil Service Board Meeting.

IV. APPEARANCES AND REPORTS (Continued)**Report from the Employee Advisory Committee (EAC) (Continued)**

HILLSBOROUGH COUNTY'S EMPLOYEE ADVISORY COMMITTEE

July 8, 2010

MEMBERS PRESENT: Mike Newman (Vice-Chairman), Loria Steele (Secretary), Gerald Carey, Susan Shute, Judith Woster, Mathew Verghese (alternate for Bobbie Aggers), Carrie McLaughlin (alternate for Paul Costello), Cindy Fleenor, Julio Guzman, Troy Nolen, Jacky Brown (alternate for Antoinette Wimbley), Thomas Capell (alternate), Ken Manning, John Bostick, Mark Walkup (alternate for William T. Hand), Michael Goodman, Michele Ogilvie, Erica Vazquez (alternate for Tracey Marshall), Angel O'Neal, Doug Smith, Bryan Seabrook, Craig Kurial

MEMBERS ABSENT: Daniel Alarcon II (Chairman), Sharon Buckley, Clarence Rudolph, Shannon Renner, George Russell, Scott Skolnick, Agatha Yoakum, James G. Clayton, Otella Edwards, Katrina Willis

Vice-Chairman Newman called the meeting to order at 2:30p.m.

- I. **Introduction of Guests and Members in Attendance:**
 - a. **GUESTS IN ATTENDANCE:** David Agliano, Civil Service Board (Vice Chairman); Jodi Prieto, Civil Service Board staff
 - b. New members, Julio Guzman, Troy Nolen, Jacky Brown, and Cindy Fleenor representing Group III, were introduced.
 - c. Introduction of alternates and all members in attendance.

- II. Upon review of the minutes from the June 10, 2010 meeting and pursuant to an open enrollment date modification, **Vice-Chairman Newman called for a motion to approve the June 2010 draft minutes with correction; there was a unanimous affirmative response.** One member stated the need to receive minutes more than three days in advance. Working for the Sheriff department, access to a computer is sometimes not available for a week at a time.

- III. **COMMITTEE REPORTS**
 - a. Civil Service Rules Committee – No meeting

 - b. Affirmative Action Committee – No meeting

 - c. Insurance Committee - Ms. Prieto spoke briefly on the meeting held. Changes to benefits can be made during open enrollment. The calendar of open enrollment briefing dates and times should be coming out soon. Discussions were held on deductible and no deductible plans. All point of service fees are going up. A new pharmacy tier will be added. Co pays for wellness visits will be waved as long as no illness is found. Aflac representative will participate in the open enrollment briefings.

IV. APPEARANCES AND REPORTS (Continued)**Report from the Employee Advisory Committee (EAC) (Continued)**

- d. Sick Leave Bank – It was stated no one on the EAC committee currently qualifies to be a Sick Leave Bank (SLB) representative. The letter of inquiry about changing the SLB resolution has not been sent. **A Motion was made to send the letter; there was a unanimous affirmative response.**
- e. Deferred Compensation Committee -Next meeting is scheduled for September.

Vice-Chairman Newman called for a motion to accept the committee reports as reported; there was a unanimous affirmative response.

IV. OLD BUSINESS

- a. Ms. Prieto gave membership election update. The results were certified for The Office of the County Administrator EAC election. All members are posted on the new roster and is posted on the website. There are no other upcoming elections for 2010.
- b. Continued discussions on employee concerns regarding the lack of increase of pay. Discussions on market equity adjustments, merit increases, cafeteria benefits, extra ordinary merit increases and job classifications. It was recommended for all agency representatives to “look at the budgets”. Get the facts, be responsible, don’t live in fear, and look at the line item budgets. EAC members decided to table this discussion to next meeting and possibly set up subcommittees.

V. NEW BUSINESS

- a. Certificate of Appreciation Awards were presented to Tresa Boykin, Carla Hills, and Angeletta Robinson. Thank you for your service!

There being no further business, **Vice-Chairman Newman called for a motion to adjourn at 4:05 p.m.; there was a unanimous affirmative response.**

Hand out attachments: **Agenda; June 10, 2010 EAC Draft Minutes; New EAC Membership Roster**

E-mail attachments: None

IV. APPEARANCES AND REPORTS (Continued)

Report from the Employee Advisory Committee (EAC) (Continued)

**NEXT EAC MEETING
THURSDAY, September 2, 2010 @ 2:30 PM
TAMPA PORT AUTHORITY CONFERENCE ROOM**

**2010 EAC Officers
Chairman Daniel Alarcon
Sheriff's Office: dlalarco@hcsso.tampa.fl.us**

**Vice-Chairman Mike Newman
newman@epchc.org**

**Secretary Loria Steele
steele@hillsclerk.com**

V. NEW BUSINESS / ADDENDUMS / CORRECTIONS

Mr. Gardner, Civil Service Director, said there is an amended page to section V.D., for Board Review and Final Action, Policy and Rules. Mr. Roy was identified with the wrong agency. He also will discuss a letter he sent to Mike Merrill later under V.E. 'Director Comments'. Also, there is an updated docket.

A. CLASSIFICATION AND COMPENSATION

1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
JULY 1, 2010, THROUGH JULY 31, 2010

SUMMARY OF ACTIONS

CLASSIFIED POSITIONS	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	8	8
ACTIONS STILL OPEN	53	64

ACTIONS

a. AVIATION AUTHORITY

(1) Reclassify one encumbered position (Billie Washburn), numbered 00282, from Engineering Specialist II, class code R1751, pay grade RQ, FLSA: non-exempt, to General Manager I, class code R1366, pay grade RQ, FLSA: exempt, effective July 27, 2010.

POSITION PURPOSE: To perform managerial duties managing the operation of a major airport electronics shop.

(2) Reclassify one vacant position, numbered 00376, from Engineering Specialist I, class code R1750, pay grade RO, FLSA: non-exempt, to Manager, class code R1362, pay grade RO, FLSA: non-exempt, effective July 27, 2010.

POSITION PURPOSE: To perform direct supervisory duties of the maintenance functions of a major airport electronics shop.

V. A. CLASSIFICATION AND COMPENSATION (Continued)1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
JULY 1, 2010, THROUGH JULY 31, 2010 (Continued)b. COUNTY ADMINISTRATOR(1) CHILDREN'S SERVICES

Reclassify one vacant position, numbered 10885, from Senior Social Services Specialist, class code A3513, pay grade AK, FLSA: non-exempt, to Treatment Counselor, class code A3593, pay grade AP, FLSA: exempt, effective July 14, 2010.

POSITION PURPOSE: To build collaborative relationships between children, families, educational staff, mental health professional, and community agencies.

(2) LIBRARY SERVICES

Reclassify one vacant position, numbered 03721, from Library Assistant, class code A3812, pay grade AE, FLSA: non-exempt to Library Aide, class code A3810, pay grade AA, FLSA: non-exempt, effective August 28, 2010.

c. CHILDREN'S BOARD

Reclassify one vacant position, numbered 10801, from Budget Analyst I, class code A0976, pay grade AO, FLSA: exempt to Accountant II, class code A0904, pay grade AO, FLSA: exempt, effective July 17, 2010.

POSITION PURPOSE: To perform professional accounting and payroll processing duties in the Agency's Finance, Program Administration, & Administrative Services Departments.

d. EXPRESSWAY AUTHORITY

Reclassify one vacant position, numbered 13484, from Sr. Paralegal Specialist, class code A2368, pay grade AO, FLSA: exempt to Contracts Manager, class code A0744, pay grade AQ, FLSA: exempt, effective July 7, 2010.

POSITION PURPOSE: To manage agency contract administration and procurement activities.

V. A. CLASSIFICATION AND COMPENSATION (Continued)1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
JULY 1, 2010, THROUGH JULY 31, 2010 (Continued)e. PLANNING COMMISSION

Reclassify one encumbered (Terrance Eagan) position, numbered 06603 from Senior Librarian, class code A3822, pay grade AO, FLSA: exempt to Project Manager I, class code A1380, pay grade AQ, FLSA: exempt, effective July 12, 2010.

POSITION PURPOSE: To assist the agency's economist in analyzing demographic, population and construction changes.

f. PORT AUTHORITY

Reclassify one encumbered (Catherine J. Pinion) position, numbered 09767, from General Manager I, class code R1366, pay grade RQ, FLSA: Exempt, to Project Manager II, class code R1381, pay grade RS, FLSA: Exempt, effective May 22, 2010.

POSITION PURPOSE: To negotiate and manage long-term lease agreements and perform professional project management and related financial and analysis duties within the Tampa Port Authority Real Estate Division.

STAFF RECOMMENDATION

Recommend Board ratify.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'10 BUDGET SUBMISSION.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion was approved by the Board to ratify the classified ratification actions taken during the period of July 1, 2010, through July 31, 2010.

2. FOR BOARD REVIEW AND FINAL ACTIONa. CLASSIFICATION ACTIONS

None.

b. COMPENSATION ACTIONS

None.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

Mr. Keith Reynolds, Civil Service staff, presented this item. The County Administrator's Management and Budget Department submitted a request to inactivate position number 06569, because the Board of County Commissioners' deleted the funding for this position, effective December 31, 2009. This date will coincide with the retirement of the incumbent.

c. POSITION INACTIVATIONSLEGISLATIVE DELEGATIONBASIC AGENCY REQUEST

The County Administrator's Management and Budget Department submitted a request (Attachment 1) to inactivate the following position effective December 31, 2009:

<u>Position Number</u>	<u>Title / Job Code / Pay Grade</u>
06569	Director, Legislative Delegation (U8835/99)

The Board of County Commissioners deleted the funding for this position effective December 31, 2009, to coincide with the retirement date of the incumbent. This action removes the position from HRIS so that it does not show up in the 2011 budget.

STAFF RECOMMENDATION

Approve the inactivation of position number 06569 effective December 31, 2009.

V. A. CLASSIFICATION AND COMPENSATION (Continued)2. FOR BOARD REVIEW AND FINAL ACTION (Continued)c. POSITION INACTIVATIONS (Continued)LEGISLATIVE DELEGATION (Continued)**Chandler, Bob**

From: Troupe, Charnetta
Sent: Tuesday, July 20, 2010 10:57 AM
To: Chandler, Bob; Petersen, Dane
Cc: Rivera, Frank; Fesler, Tom
Subject: RE: Pos# 6569

Dec 31, 2009 is the correct date.

From: Chandler, Bob
Sent: Tuesday, July 20, 2010 9:55 AM
To: Troupe, Charnetta; Petersen, Dane
Cc: Rivera, Frank; Fesler, Tom
Subject: RE: Pos# 6569

Charnetta, do you have the date (Dec. 31, 2010) correct for the inactivation?

Thanks.

George R. (Bob) Chandler, PPP
Dept. Chief,
Classification and Compensation Department
Hillsborough County Civil Service Board
Ph: (813) 274-6751
Fax: (813) 272-5538
E-mail: chandlerb@hillsboroughcounty.org

PLEASE COMPLETE OUR SATISFACTION SURVEY TO LET US KNOW HOW WE ARE DOING AT www.hccsb.org.

From: Troupe, Charnetta
Sent: Tuesday, July 20, 2010 8:39 AM
To: Petersen, Dane; Chandler, Bob
Cc: Rivera, Frank; Fesler, Tom
Subject: RE: Pos# 6569

Thanks.

From: Petersen, Dane
Sent: Monday, July 19, 2010 7:29 PM
To: Chandler, Bob
Cc: Rivera, Frank; Troupe, Charnetta
Subject: FW: Pos# 6569

Hi Bob,

Please act on Charnetta's below request.

Thanks, dp

Dane Petersen
Information Manager

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

c. POSITION INACTIVATIONS (Continued)

LEGISLATIVE DELEGATION (Continued)

Hillsborough County Civil Service Board
813.274.6756
petersend@hillsboroughcounty.org
Corporate Website: www.hccsb.org

Make A Difference...Come Work With Us!

From: Troupe, Charnetta
Sent: Tuesday, July 06, 2010 2:41 PM
To: Petersen, Dane
Subject: Pos# 6569

Hi Dane,
Please inactivate position # 6569 in Legislative Delegation. This position was eliminated as of Dec 31, 2010.

Thanks.

V. A. CLASSIFICATION AND COMPENSATION (Continued)2. FOR BOARD REVIEW AND FINAL ACTION (Continued)c. POSITION INACTIVATIONS (Continued)LEGISLATIVE DELEGATION (Continued)

Motion: Mr. Agliano

Second: Ms. Spencer

The motion was approved by the Board to inactivate the Director of the Legislative Delegation.

Ms. Spencer asked if this is a position that is not supposed to be reactivated in the future or it can be. Mr. Gardner explained that it can be, however, there is no move to reactivate it. The Board of County Commissioners has the authority to reactivate this position. There is no longer a Legislative Delegation Office in the County Center.

d. CLASSIFICATION DESCRIPTION DELETIONS

None.

3. UNCLASSIFIED - ACTIONS TAKEN DURING FOR THE PERIOD BEGINNING
JULY 1, 2010 THROUGH JULY 31, 2010 - FOR INFORMATION ONLYSUMMARY OF ACTIONS

UNCLASSIFIED	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	1	1
ACTIONS STILL OPEN	0	0

ACTIONS(a) SHERIFF'S OFFICE

Reclassify one vacant position, numbered 06992, from classified General Manager II, class code W1367, pay grade WS, FLSA: exempt to Unclassified Special Projects Manager SO, class code U8717, pay grade 99, FLSA: exempt, effective July 12, 2010.

STAFF RECOMMENDATION

None. This item is for information only.

Ms. Spencer asked since this is a reclassification, why the Board does not have to approve this one. Mr. Gardner explained that the Civil Service Board creates unclassified positions, but does not act on the classification of them or the determination of status.

V. B. TEMPORARY EXTENSION FOR BOARD APPROVAL

Ms. Terrell Mathis, Civil Service Office staff, presented this item. The Environmental Protection Commission is requesting an extension of temporary employment for Margaret Rush beyond 240 days. She has met the Civil Service Board for qualification for Senior Administrative Specialist.

BASIC REQUESTS: Extension of Temporary Employee

Since the Board's last regular business meeting, staff received the following request for extension of temporary employment beyond 240 days:

ENVIRONMENTAL PROTECTION COMMISSION

Name: Margaret Rush
Classification: Senior Administrative Specialist
Original Hire: January 4, 2010
First Extension: May 4, 2010 through August 31, 2010
Requested Extension: September 1, 2010 through December 29, 2010

STAFF COMMENTS: The named employee meets all Civil Service Board requirements for qualification. The Agency was advised that, absent a showing of special circumstances, the Board will not approve requests to extend temporary employment beyond 360 days.

STAFF RECOMMENDATION

Approve the above request for extension of temporary employment.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'10 BUDGET SUBMISSION.

Motion: Ms. Spencer

Second: Mr. Agliano

The motion was approved by the Board to extend the temporary employment of Margaret Rush through December 29, 2010.

V. C. RECRUITING, TESTING AND CERTIFICATION

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010

Mr. Kurt Wilkening, Civil Service staff, presented this item. During the month of July the Recruiting, Testing, and Certification Department received 150 requisitions, issued 94 recruitment bulletins, received 7,903 applications for employment, and administered 1,567 written and performance exams. July's numbers compared to the previous month, roughly the requisitions received seem to hold steady. Applications are up 23% from the previous month, and 75% in the test administered in July compared to the previous month. Through the month of July 2010, there were 56 Closed Recruitments, with 77% applicants being qualified; 38 Open Recruitments with 55% applicants being qualified; and 17 Extended Recruitments with 35% applicants being qualified.

RECRUITING, TESTING AND CERTIFICATION

RECRUITING, TESTING, AND CERTIFICATION (RTC) ACTIVITY THROUGH JULY, 2010

During the month of July 2010, the Recruiting, Testing, and Certification Department had the following workload:

- Received 150 requisitions
- Issued 94 recruitment bulletins
- Received 7,903 applications for employment
- Administered 1,567 written and performance exams

Comparing July's workload to the previous month, you can see that we were up in all categories except for 'Requisitions Received.' The biggest reason for the large increases is the fact that the Office published 81% more bulletins this month compared to last, which in turn pulls in more applications and, based on job classification, causes more tests to be administered.

	<u>Last</u>	<u>This</u>	<u>Pct</u>	<u>FY10</u>	<u>Pct</u>
	<u>Month</u>	<u>Month</u>	<u>Chg</u>	<u>Projctn</u>	<u>Chg</u>
Requisitions Received	157	150	-4%	1,601	+46%
Bulletins Issued	52	94	+81%	880	+47%
Applications Received	6,440	7,903	+23%	87,376	+12%
Tests Administered	893	1567	+75%	12,867	-6%

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010 (Continued)

**RECRUITING, TESTING, AND CERTIFICATION
MONTHLY ACTIVITY REPORT
JULY 2010**

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	7,903	7,903	72,813
TEST ADMINISTERED	1,567	1,567	10,730

	EMPLOYEE APPLICANTS
Total:	1,269
Percentage:	16.1%

	OUTSIDE APPLICANTS
Total:	6,634
Percentage:	83.9%

MISCELLANEOUS ACTIVITIES			
	Total	Open	Closed
Recruitments Conducted:	94	38	56

	Total	YTD
Recruitment Requests Processed:	150	1,334
Percent of Requests to Recruitments	63%	

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	6,836	19,955	77,932
FY '10 *	7,903	23,709	87,376
Actual or Estimated Percentage Change	16%	19%	12%

* Qtr Total is a projection for every month except the last month of each quarter (then the total is actual); Year total is projected.

TESTS ADMINISTERED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	1,259	2,976	13,663
FY '10 *	1,567	4,701	12,876
Actual or Estimated Percentage Change	24%	58%	-6%

* Qtr Total is a projection for every month except the last month of each quarter (then the total is actual); Year total is projected.

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010 (Continued)

RECRUITING, TESTING & CERTIFICATION DIVISION CURRENT & HISTORICAL APPLICANT ACTIVITY

		FISCAL YEAR ENDING										5 YR
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	AVG
OCT	Requisitions Rcvd	0	0	0	163	172	197	206	204	111	178	179
	Bulletins Issued	111	101	79	80	80	111	140	100	62	94	101
	Applications Rcvd	3,419	5,248	5,601	6,046	6,485	4,460	6,033	6,360	6,920	7,950	6,345
	Tests Administered	1,466	1,666	1,555	2,575	2,696	1,740	2,148	1,136	1,563	859	1,489
NOV	Requisitions Rcvd	0	0	0	130	158	223	206	169	62	107	153
	Bulletins Issued	82	60	91	75	90	94	84	94	36	65	75
	Applications Rcvd	2,662	2,773	4,320	2,952	3,830	4,161	5,494	5,709	4,518	9,727	5,922
	Tests Administered	1,191	1,248	1,193	1,090	1,354	1,779	2,198	913	577	1,657	1,425
DEC	Requisitions Rcvd	0	0	0	159	177	197	214	149	111	129	160
	Bulletins Issued	95	63	83	76	90	101	108	58	49	61	75
	Applications Rcvd	2,654	2,243	4,001	3,774	3,737	4,055	4,405	5,622	6,935	5,761	5,356
	Tests Administered	947	1,034	1,834	1,232	1,472	1,437	1,698	1,002	1,328	786	1,250
JAN	Requisitions Rcvd	0	0	0	183	142	269	255	60	135	104	165
	Bulletins Issued	127	74	56	99	79	122	123	58	87	73	93
	Applications Rcvd	3,798	3,226	4,332	5,805	4,120	3,685	6,446	7,628	9,852	5,759	6,674
	Tests Administered	1,253	1,544	1,042	1,758	1,876	1,101	2,532	1,099	1,326	586	1,329
FEB	Requisitions Rcvd	0	0	0	166	140	244	204	118	76	101	149
	Bulletins Issued	117	82	97	97	74	106	82	91	37	55	74
	Applications Rcvd	3,605	3,663	4,563	4,881	3,732	5,843	5,284	7,390	8,038	5,696	6,450
	Tests Administered	1,137	1,323	1,675	1,715	1,204	2,477	2,051	1,309	1,897	982	1,743
MAR	Requisitions Rcvd	0	0	0	175	163	287	237	96	78	111	162
	Bulletins Issued	99	112	100	110	76	115	106	38	41	45	69
	Applications Rcvd	3,197	4,151	4,891	5,019	3,848	4,939	5,822	4,960	5,520	6,762	5,601
	Tests Administered	1,180	1,258	2,245	1,769	1,538	1,456	2,401	790	1,019	758	1,285
APR	Requisitions Rcvd	0	0	0	155	148	256	255	126	46	142	165
	Bulletins Issued	103	82	85	98	79	123	120	70	43	110	93
	Applications Rcvd	3,192	5,123	4,168	4,480	4,316	4,362	5,638	7,819	6,225	8,475	6,504
	Tests Administered	1,387	1,224	1,581	1,660	2,346	1,812	2,585	1,429	806	1,517	1,630
MAY	Requisitions Rcvd	0	0	0	181	165	224	272	114	47	155	162
	Bulletins Issued	61	87	48	98	97	109	84	67	32	84	75
	Applications Rcvd	2,938	4,740	5,365	4,733	4,159	4,979	5,549	5,691	4,834	8,340	5,879
	Tests Administered	1,182	1,972	1,583	2,337	1,612	1,739	1,824	777	765	1,125	1,246
JUN	Requisitions Rcvd	0	0	124	166	208	285	112	81	74	157	142
	Bulletins Issued	92	79	78	105	89	108	61	50	28	52	60
	Applications Rcvd	3,091	3,794	2,912	4,708	3,845	7,263	3,060	6,951	5,135	6,440	5,770
	Tests Administered	1,625	1,278	582	1,961	1,398	3,427	1,976	1,422	1,406	893	1,825
JUL	Requisitions Rcvd	0	0	184	163	184	179	118	104	87	150	128
	Bulletins Issued	99	106	88	70	95	107	36	46	48	94	66
	Applications Rcvd	3,441	5,000	4,461	5,386	5,162	4,237	3,046	5,627	6,836	7,903	5,530
	Tests Administered	1,645	1,620	965	1,978	2,546	1,138	1,307	1,210	1,259	1,567	1,296
AUG	Requisitions Rcvd	0	0	111	159	195	248	124	131	113		154
	Bulletins Issued	82	91	59	122	130	102	77	72	57		77
	Applications Rcvd	3,374	5,184	4,285	4,565	5,475	5,232	4,466	5,891	6,846		5,609
	Tests Administered	1,701	1,686	722	1,453	1,974	2,352	2,471	931	898		1,663
SEP	Requisitions Rcvd	0	0	179	156	188	241	124	88	154		152
	Bulletins Issued	75	84	105	90	102	109	71	59	78		79
	Applications Rcvd	2,927	4,709	4,262	5,073	4,811	4,808	3,831	7,344	6,273		5,564
	Tests Administered	1,238	1,307	1,167	2,227	2,017	1,923	2,131	1,089	819		1,491

T O T A L	Year										Yr End
	To Date										Proj.
Requisitions Rcvd	0	0	598	1,956	2,040	2,850	2,327	1,440	1,094	1,334	1,601
Bulletins Issued	1,143	1,021	969	1,120	1,081	1,307	1,092	803	598	733	880
Applications Rcvd	38,298	49,854	53,161	57,422	53,520	58,024	59,074	76,992	77,932	72,813	87,376
Tests Administered	15,952	17,160	16,144	21,755	22,033	22,381	25,322	13,107	13,663	10,730	12,876
TOTALS	55,393	68,035	70,872	82,253	78,674	84,562	87,815	92,342	93,287	85,610	102,732

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH
JULY 2010 (Continued)**Closed Recruitments**

July 2010

Number of Recruitments: 56

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
				HEAD START/EHS TEACHER ASSISTANT	08/13/10	0	
				PLANT SUPERVISOR (WASTEWATER)	08/06/10	0	
				REGISTERED NURSE (LIMITED DURATION)	07/23/10	0	
				SENIOR PLANT OPERATOR	07/16/10	0	
1				INSPECTOR II (ELECTRICAL)	08/13/10	0	
1	1	1	0	ENVIRONMENTAL SCIENTIST II (PLANT/WILDLIFE BIOLOGIST)	07/23/10	1	100
1	1	1	0	HEAD START/EHS EDUCATION MANAGER	07/23/10	0	
1	1	1	0	LICENSED PRACTICAL NURSE	07/30/10	0	
1	1	1	0	PLANT SUPERVISOR (WATER)	08/06/10	1	100
1	1	1	0	PROGRAM COORDINATOR (FUEL SERVICES)	07/16/10	1	100
1	1	1	0	PROGRAM COORDINATOR (FUEL SERVICES)	08/13/10	0	
1	1	1	0	SOFTWARE SPECIALIST II	07/30/10	1	100
1	1	1	0	SR DATA PROCESSING TELECOMMUNICATIONS TECH(NETWORK)	08/06/10	0	
2	1	1	0	INSPECTOR II (PLUMBING)	08/13/10	1	100
2	1	1	0	RECREATION LEADER II	07/30/10	0	
2	1	1	0	SOFTWARE SPECIALIST II (INTERNET ADMINISTRATION)	08/06/10	0	
2	2	2	0	PARATRANSIT MINIBUS OPERATOR	07/23/10	1	50
3	2	2	0	ELECTRICIAN III	08/06/10	2	100
3	2	2	0	ENGINEERING SPECIALIST II (HYDRAULIC MODELING)	07/30/10	1	50
3	2	2	0	SENIOR TRANSPORTATION ROUTE SCHEDULER	08/13/10	1	50
3	3	3	0	MULTI-TRADES WORKER II (RESTRICTED)	07/30/10	3	100
4	1	1	0	INSPECTOR III (BUILDING)	08/13/10	0	
4	2	2	0	LEAD HEAD START/EHS TEACHER	07/23/10	1	50
4	2	2	0	PROGRAM COORDINATOR (ELECTION SUPPORT SERVICES)	08/13/10	2	100
4	4	4	0	PROJECT MANAGER II (INFORMATION & TECHNOLOGY)	07/23/10	4	100
4	4	4	0	SENIOR UTILITIES MAINTENANCE WORKER	08/13/10	4	100
5	4	4	0	VETERANS SERVICE OFFICER (LIMITED DURATION)	07/23/10	3	75
6	3	3	0	LEGAL SECRETARY (LITIGATION)	07/16/10	0	
6	4	4	0	CONSTRUCTION INSPECTOR (HUD INSPECTIONS)	08/13/10	1	25
6	5	5	0	SENIOR BUDGET ANALYST	07/30/10	4	80
6	6	6	0	CUSTODIAN (NON STANDARD HOURS)	07/30/10	6	100
6	6	6	0	ENVIRONMENTAL SCIENTIST II	07/30/10	6	100
6	6	6	0	STOREKEEPER II	08/13/10	2	33
6	6	6	0	SUPERVISOR (SPECIALIZED TRANSPORTATION)	07/16/10	3	50
7	3	3	0	ALCOHOL BREATH ANALYSIS INSPECTOR	07/16/10	1	33
7	5	5	0	SENIOR LIBRARY ASSISTANT	07/16/10	1	20
7	7	7	0	ELECTRONICS TECHNICIAN II	07/16/10	6	85

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010 (Continued)Closed Recruitments
July 2010

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
7	7	7	0	SOCIAL SERVICES SPECIALIST(LIMITED DURATION)	07/30/10	6	85
8	6	6	0	SENIOR SUPERVISOR (FLEET MAINTENANCE)	07/30/10	6	100
8	7	7	0	MULTI-TRADES WORKER I	08/13/10	6	85
9	6	6	0	STOREKEEPER III	07/16/10	3	50
9	8	8	0	GENERAL MANAGER II (PROJECT MANAGEMENT)(NON STANDARD HOURS)	07/23/10	7	87
9	9	9	0	MULTI-TRADES WORKER III	07/30/10	9	100
10	7	7	0	SENIOR CASE MANAGER	07/30/10	7	100
10	10	10	0	ACCOUNTING CLERK II	08/13/10	6	60
10	10	10	0	METER READER	07/23/10	5	50
11	10	10	0	OFFICE ASSISTANT	08/13/10	5	50
14	11	11	0	RECREATION SPECIALIST	07/16/10	6	54
14	11	11	0	SENIOR SUPERVISOR (RECORDS)	08/06/10	9	81
15	13	13	0	SENIOR PARK MANAGER	07/16/10	12	92
16	13	13	0	LAW ENFORCEMENT DETECTIVE	07/23/10	13	100
20	16	16	0	COURT CLERK I	07/23/10	11	68
34	32	32	0	GENERAL MANAGER I (STATUTES AND REGULATIONS)	07/30/10	31	96
40	25	25	0	OFFICE ASSISTANT III (RECORDS MANAGEMENT)	07/23/10	11	44
63	53	53	0	OFFICE ASSISTANT III	08/13/10	45	84
64	57	57	0	OFFICE ASSISTANT III	07/30/10	53	92
488	401	401	0			308	77%
Dropoff Rate: 17.8%			0.0%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010 (Continued)

Open Recruitments

July 2010

Number of Recruitments: 38

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
11	9	9	0	PLANT SUPERVISOR (WATER)	Extended	2	22
14	8	8	0	INSPECTOR II (PLUMBING)	08/13/10	3	37
19	12	12	0	INSPECTOR II (ELECTRICAL)	08/13/10	3	25
25	16	16	0	PROGRAM COORDINATOR (FUEL SERVICES)	08/13/10	7	43
27	16	16	0	INSPECTOR III (BUILDING)	08/13/10	3	18
28	9	9	0	SOFTWARE SPECIALIST II (WINDOWS/UNIX/LINUX)	08/13/10	4	44
37	24	23	1	REGISTERED NURSE (LIMITED DURATION)	Extended	6	25
40	28	28	0	DETENTION LIEUTENANT	08/06/10	19	67
45	32	32	0	LICENSED PRACTICAL NURSE	08/06/10	12	37
50	30	30	0	PROGRAM COORDINATOR (FUEL SERVICES)	07/16/10	15	50
51	36	36	0	ENGINEERING SPECIALIST II (HYDRAULIC MODELING)	07/30/10	31	86
63	43	42	1	ENVIRONMENTAL SCIENTIST II (PLANT/WILDLIFE BIOLOGIST)	07/23/10	31	72
64	52	52	0	EQUIPMENT MECHANIC II	08/13/10	38	73
83	54	54	0	SOFTWARE SPECIALIST II (INTERNET ADMINISTRATION)	08/06/10	50	92
88	67	67	0	ELECTRICIAN III	08/06/10	55	82
98	58	58	0	HEAD START/EHS TEACHER ASSISTANT	08/13/10	23	39
100	59	59	0	HEAD START/EHS EDUCATION MANAGER	08/06/10	15	25
106	73	73	0	PROJECT MANAGER II (INFORMATION & TECHNOLOGY)	07/23/10	46	63
112	63	63	0	SUPERVISOR (SPECIALIZED TRANSPORTATION)	07/30/10	12	19
117	88	88	0	SR DATA PROCESSING TELECOMMUNICATIONS TECH(NETWORK)	08/06/10	68	77
120	96	96	0	ELECTRONICS TECHNICIAN II	07/16/10	74	77
145	80	80	0	LEGAL SECRETARY (LITIGATION)	07/16/10	26	32
155	110	110	0	MULTI-TRADES WORKER II (RESTRICTED)	07/30/10	90	81
169	130	130	0	MULTI-TRADES WORKER III	07/30/10	99	76
175	85	85	0	SENIOR LIBRARY ASSISTANT	07/16/10	19	22
192	126	126	0	PARATRANSIT MINIBUS OPERATOR	07/23/10	62	49
223	125	124	1	VETERANS SERVICE OFFICER (LIMITED DURATION)	07/23/10	40	32
238	154	154	0	MULTI-TRADES WORKER I	08/13/10	95	61
317	207	207	0	RECREATION LEADER II	07/30/10	53	25
392	331	331	0	CUSTODIAN (NON STANDARD HOURS)	07/30/10	329	99
501	316	316	0	COURT CLERK II	08/13/10	144	45
540	337	337	0	COURT CLERK I (PLANT CITY)	08/06/10	154	45
549	496	496	0	DIGITAL COMMUNICATIONS DISPATCHER TRAINEE (NSH)	08/06/10	163	32
586	485	484	1	SOCIAL SERVICES SPECIALIST(LIMITED DURATION)	07/30/10	431	88
733	646	645	1	PLANT OPERATOR TRAINEE	07/16/10	639	98
857	620	620	0	OFFICE ASSISTANT	08/13/10	289	46
1050	787	786	1	METER READER	07/23/10	336	42
1795	1592	1592	0	CUSTOMER SERVICE REPRESENTATIVE TRAINEE	07/23/10	653	41
9,915	7,500	7,494	6			4,139	55%
Dropoff Rate:	24.4%		0.1%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH JULY 2010 (Continued)

**Extended Recruitments
As of July 31, 2010**

Number of Recruitments: 17

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
11	9	9	0	PLANT SUPERVISOR (WATER)	07/23/10	2	22
37	24	23	1	REGISTERED NURSE (LIMITED DURATION)	07/09/10	6	25
59	27	27	0	CHILD PROTECTION SUPERVISOR	06/18/10	8	29
115	45	45	0	LIFEGUARD (PART-TIME)	05/21/10	1	2
177	90	90	0	SENIOR PLANT OPERATOR	10/24/08	47	52
183	83	82	1	SOFTWARE SPECIALIST I (MCSE/CompTIA) (NSH)	06/11/10	8	9
325	144	144	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	41	28
350	144	143	1	PLANT MANAGER (WASTEWATER)	09/05/08	40	27
441	227	225	2	LEAD HEAD START/EHS TEACHER	12/04/09	34	14
442	135	135	0	CHILD PROTECTION INVESTIGATOR	06/18/10	5	3
589	337	337	0	SENIOR UTILITIES MAINTENANCE WORKER	04/17/09	204	60
679	244	244	0	DIGITAL COMMUNICATIONS DISPATCHER (EMD)(TEMP)	05/07/10	12	4
1471	610	608	2	PLANT OPERATOR	10/24/08	87	14
1929	892	892	0	UTILITIES MAINTENANCE WORKER (CLASS B)	04/17/09	289	32
2414	1876	1875	1	DETENTION DEPUTY TRAINEE	11/20/09	426	22
4094	2266	2251	15	DETENTION DEPUTY	07/06/07	673	29
6619	3168	3158	10	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	1694	53
19,935	10,321	10,288	33			3,577	35%
Dropoff Rate: 48.2%			0.3%				

STAFF RECOMMENDATION

None. Item is for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY10 BUDGET SUBMISSION.

2. PARTICIPATION IN COMMUNITY OUTREACH ACTIVITIES THROUGH JULY 2010

None.

3. REDUCTION IN FORCE (RIF) - JULY 2010

None.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES

Mr. Ron Zeigler, Civil Service staff, presented this item. The item is a save pay issue from Mr. Don Welch, Director of Human Resources, Aviation Authority. Mr. Welch is requesting to maintain Mr. Brzezinski's hourly salary at \$40.86/hour, upon his voluntary demotion from Project Manager III to General Manager II at \$35.82/hour, effective August 22, 2010. The requested pay rate would also relieve a financial hardship caused by the pay demotion formula.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion passed to approve Mr. Welch's request to maintain Mr. Brzezinski's hourly salary at \$40.86/hour, upon his voluntary demotion from Project Manager III to General Manager II, effective August 22, 2010.

There was some discussion concerning this item.

1. RULE EXCEPTIONAVIATION AUTHORITYBASIC AGENCY REQUEST

Mr. Don Welch, Director of Human Resources, is requesting an exception to CSR 7.3c (2) in the voluntary demotion of Mr. Chester Brzezinski, Attachment 1.

STAFF COMMENTS

Mr. Brzezinski, an eleven year employee, applied for and was accepted in a recent recruitment for a General Manager II position, a voluntary demotion for the employee, Attachment 2. Mr. Brzezinski's current classification is Project Manager III with an hourly rate of \$40.86. Following the demotion formula imposed by CSR 7.3c (2), Mr. Brzezinski's hourly rate would decrease to \$35.82, a reduction of \$5.04, or \$10,483.20/year, Attachment 3. Mr. Welch is requesting the Board to maintain Mr. Brzezinski's hourly salary at his current rate of \$40.86. The requested rate is below the maximum of the pay grade allowing for future merit increase if warranted. As attested to by Mr. Welch, Mr. Brzezinski's knowledge and experience would be an asset to the Aviation Authority in this new initiative. The requested pay rate would also relieve a financial hardship caused by the pay demotion formula. Mr. Welch's letter fulfills the requirement for an exception to the rule.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES1. RULE EXCEPTION/AVIATION AUTHORITY/BRZEZINSKI (Continued)STAFF RECOMMENDATION

Staff recommends approval of Mr. Welch's request to maintain Mr. Brzezinski's hourly salary at \$40.86/hour, upon his voluntary demotion from Project Manager III to General Manager II, effective August 22, 2010.



Alfred S. Austin Chairman
 Steven G. Burton Vice Chairman
 Joseph F. Diaco, M.D. Secretary
 Hillsborough County Commissioner Ken Hagan Treasurer
 City of Tampa Mayor Pam Iorio Assistant Secretary/Assistant Treasurer

July 28, 2010

Ronald E. Gardner
 Director of Civil Service
 601 E. Kennedy Blvd. 17th Floor
 Tampa, FL 33602
 (Via Fax with hard copy to follow)

RE: Rule Exception

Dear Mr. Gardner:

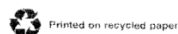
The Aviation Authority is requesting an exception to Civil Service Rule 7.3c (2). Project Manager III, Chester Brzezinski (CSO#1479) has been employed by the Authority since November of 1999; his current rate of pay is \$40.86 per hour.

Mr. Brzezinski has applied for and been selected for a position of General Manager II in the Aviation Authority's maintenance department. This newly created position is responsible for the success of a new initiative by the Authority to assume responsibility for fuel operations relating to rental cars at the airport. Mr. Brzezinski is uniquely qualified for this position because he has been functioning as the construction department's general manager during the construction phase of this initiative and is fully aware of all aspects of the operations. It is his desire to continue to work in the development of the fueling operations and his acceptance of this position will be very beneficial to the Authority to ensure its success. The pay rate of a General Manager II (RS) is two pay grades below that of his current Project Manager III position (RU). If we apply the provisions of rule 7.3 c (2) and place him in the same relative position in the new pay grade he would suffer a loss in the amount of \$10,483.20 (new hourly rate of \$35.82), which would place a hardship on the employee. Therefore, the Authority is requesting that an exception be granted and that effective August 22, 2010, he be placed into the new position at his current rate of \$40.86; which is within the pay range of the General Manager II classification. I further certify the following:

- Granting the exception would avoid a hardship on the employee;
- the employee has performed in a successful or higher manner;
- granting the exception would benefit the department or agency; and,
- granting the exception would be in the best interest of Hillsborough County.

John Wheat, Interim Executive Director

Hillsborough County Aviation Authority P.O. Box 22287, Tampa, Florida 33622 phone 813-870-8700 fax 813-875-6670 web site www.TampaAirport.com
 Peter O. Knight, Airport Plant City Airport Tampa Executive Airport



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HILLSBOROUGH COUNTY AVIATION AUTHORITY

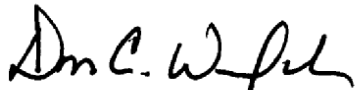
V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

1. RULE EXCEPTION (Continued)

AVIATION AUTHORITY/CHESTER BRZEZINSKI (Continued)

Thank you for your understanding and cooperation in this manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Don C. Welch". The signature is written in a cursive style with a large initial "D".

Don C. Welch
Director of Human Resources

Cc: John Wheat
Al Illustrato
Gary Houts
Chester Brzezinski

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

1. RULE EXCEPTION (Continued)

AVIATION AUTHORITY/CHESTER BRZEZINSKI (Continued)

To: The Civil Service Board

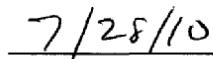
From: Chester Brzezinski

Subject: Voluntary Demotion

I understand that I am taking a voluntary demotion from a General Manager III position to a General Manager II position and that under the Civil Service Rules this would result in a reduction in pay. I also understand that my employer has requested an exception to the rules so as to allow me to retain my current rate of pay.



Chester Brzezinski



Date

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

1. RULE EXCEPTION (Continued)

AVIATION AUTHORITY/CHESTER BRZEZINSKI (Continued)

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
DEMOTION - REGRADE PAY CALCULATOR**

EMPLOYEE NAME: Chester Brzezinski **EE #:** 1479

OLD GRADE: RU

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$31.30	\$39.13	\$46.96	\$65,104	\$81,390	\$97,677

OLD RATE ---> 40.86

NEW GRADE: RS

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$27.44	\$34.30	\$41.16	\$57,075	\$71,344	\$85,613

NEW RATE ---> \$35.82

The following formula is used to calculate a new pay rate in a new pay range such that the new pay rate has the same relative position in the new pay range as the old pay rate had in the old pay range.

$$\text{NEW RATE} = \text{NEW MIN} + \left[\frac{(\text{CUR RATE} - \text{CUR MIN})}{(\text{CUR MAX} - \text{CUR MIN})} \times (\text{NEW MAX} - \text{NEW MIN}) \right]$$

DATE PRINTED: 7/28/2010

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

Ms. Terrell Mathis, Civil Service staff, presented the four requests for Medical Extensions beyond one year. All are with the County Administrator's Office. We have received written justification certifying the medical leaves. Three leaves are late. Ms. Christy Bridge, Children's Services, explained the lateness of the request for Ivan Roy.

2. EXTENTION OF MEDICAL LEAVE OF ABSENCEa. COUNTY ADMINISTRATOR - CHILDREN'S SERVICESBASIC AGENCY REQUEST / IVAN ROY

Approve an extension to the Medical Leave of Absence in the case of Ivan Roy in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: August 17, 2009.
- Date current medical leave of absence expired: August 15, 2010.
- Requested extension period: August 16, 2010 through September 15, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Ivan Roy for a period not to exceed September 15, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)a. COUNTY ADMINISTRATOR (Continued)CHILDREN'S SERVICES/IVAN ROY (Continued)

Motion: Mr. Agliano

Second: Ms. Spencer

The motion was approved by the Board to extend the medical leave of absence in the case of Ivan Roy for a period not to exceed September 15, 2010.

b. COUNTY ADMINISTRATOR - FIRE RESCUEBASIC AGENCY REQUEST / JAMES FAVATA

Approve an extension to the Medical Leave of Absence in the case of James Favata in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: July 15, 2008.
- Date current medical leave of absence expired: July 20, 2010.
- Requested extension period: July 21, 2010 through January 19, 2011.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)b. COUNTY ADMINISTRATOR - FIRE RESCUE - FAVATA (Continued)STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of James Favata for a period not to exceed January 19, 2011. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

Chief David Travis explained the lateness of the request. The Board accepted his explanation.

Mr. Agliano asked to be recused from voting on this particular item, as it is his Brother-in-Law.

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to extend the medical leave of absence in the case of James Favata for a period not to exceed January 19, 2011.

c. COUNTY ADMINISTRATOR - FIRE RESCUEBASIC AGENCY REQUEST / SHANNA CARLTON-DUFFY

Approve an extension to the Medical Leave of Absence in the case of Shanna Carlton-Duffy in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: April 20, 2009.
- Date current medical leave of absence expired: April 19, 2010.
- Requested extension period: April 20, 2010 through October 18, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)c. COUNTY ADMINISTRATOR-FIRE RESCUE-SHANNA CARLTON-DUFFY (Cont.)

3. Denying the extension would have created a personal hardship on the employee.
4. The employee's overall performance warrants such action.
5. Approving the extension would be in the best interest of the County.

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of October 20, 2010, rather than the requested date of October 18, 2010. The revised date will allow the department to request a further extension as late as the October 20, 2010 Board meeting and still be timely.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Shanna Carlton-Duffy for a period not to exceed October 20, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

Chief David Travis was also present to explain the lateness of this agenda item, if requested by the Board.

Motion: Ms. Bruno

Second: Ms. Spencer

The motion was approved by the Board to extend the medical leave of absence in the case of Shanna Carlton-Duffy for a period not to exceed October 20, 2010.

d. COUNTY ADMINISTRATOR - WATER RESOURCES DEPARTMENTBASIC AGENCY REQUEST / THERA CHANDLER

Approve an Extension to the Medical Leave of Absence in the case of Thera Chandler in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: July 29, 2009.
- Date current medical leave of absence expired: August 18, 2010.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)d. COUNTY ADMINISTRATOR-WATER RESOURCES/CHANDLER (Continued)

- Requested extension period: August 19, 2010 through September 15, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Thera Chandler for a period not to exceed September 15, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

Motion: Ms. Bruno

Second: Mr. Agliano

The motion was approved by the Board to extend the medical leave of absence in the case of Thera Chandler for a period not to exceed September 15, 2010.

V.E. ADMINISTRATIVE

Mr. Gardner spoke about this agenda item. He discussed the Goals and Objectives, which is two parts, 'a' Work Measures, and 'b' Goals.

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)STAFF COMMENTS

This item is divided into two parts. Section A is comprised of the status of the Work Measures submitted as part of the annual budget request. Section B is comprised of 19 goals established by the Board for completion during the fiscal year.

a. WORK MEASURES - FY 10

The enclosed table provides an update, through the end of last month, of the measurements the Office currently uses to evaluate progress toward established objectives.

The "prior year" column provides a positive or negative percentage or dollar amount that describes current year-to-date outcomes as a function of prior year outcomes. Since many of the measures do not represent counts, care must be taken to review each measure's definition in the left-hand column before evaluating the year-to-date data. For example, a negative dollar amount change represents a decrease in cost per outcome unit (i.e., an increase in efficiency). Alternatively, a negative percentage may indicate greater effectiveness or a reduced workload.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****a. WORK MEASURES - FY 10 (Continued)****MISSION AND KEY OBJECTIVES****AGENCY: CIVIL SERVICE BOARD**

I. MISSION: Provide effective human resource services and leadership to Hillsborough County citizens, agencies, and employees.

II. KEY OBJECTIVES:

1). *Applicant Recruiting and Screening:* Respond to agency requests for qualified job candidates (minimize cost per certified candidate). Aggressively recruit job candidates to provide hiring authorities with an average of 25 qualified candidates per recruitment. Professionally assist the public and current employees with the job application process.

2). *Job Classification and Compensation:* Respond to client requests for job classification changes (maximize number of actions per staff analyst). Review and update 160 formal descriptions. Conduct a wage and benefit analysis of the relevant labor market and provide an analysis summary and pay plan adjustment recommendation to the BOCC not later than the end of February.

3). *Employee Record Maintenance:* Maintain employment history files for all classified employees and full-time temporaries in 22 County Agencies. Process classified employee change requests (maximize actions per staff analyst). Carefully review, approve, and forward 98% of employee change actions to CCC Payroll that are received by the published cut-off dates and that comply with rules and policies.

4). *Civil Service Board Hearings of Discipline Appeals and Grievances:* Respond to employee requests for Civil Service Board hearings of discipline appeals and grievances (maximize number resolved without a full hearing). Resolve 70% of hearing requests within 90 days of receipt.

5). *Job Performance Management Administration:* Provide prompt and professional job performance management training to all new supervisors of classified employees in 22 County Agencies.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****a. WORK MEASURES - FY 10 (Continued)**

III. SERVICES/MEASURES:	Obj#	ACT'L '06	ACT'L '07	ACT'L '08	ACT'L '09	YR-TO- DATE '10	PRIOR YEAR COMPRS'N
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		58,024	59,074	76,992	77,932	72,813	+12%*
<i>Efficiency:</i> Cost per applicant assisted		\$18.73	\$20.14	\$11.33	\$12.42	\$11.05	-\$1.37
Cost per certified applicant		\$34.64	\$36.40	\$22.43	\$23.35	\$19.80	-\$3.55
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)			21.6	31	44	39	-5
% of customers who rated service quality above satisfactory		89%	90%	97%	97%	95%	-2%
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		16	127	88	99	105	+27%*
<i>Efficiency:</i> # of position actions completed per staff analyst		163.9	348.8	276.75	296.75	311.5	+26%*
<i>Effectiveness:</i> # of days before last meeting in February recommendation to BOCC		158	6	-31	-27	24 days	N/A
Employee Record Maintenance	3						
<i>Workload/demand:</i> # of employee files maintained		10,335	10,702	10,643	10,330	9,979	-3%
<i>Efficiency:</i> # of employee actions processed per staff analyst		9,562	10,073	9,978	7,485	686	0%*
<i>Effectiveness:</i> % of on-time actions processed		100%	100%	100%	100%	100%	0%
Hearings of Discipline Appeals & Grievances	4						
<i>Workload/demand:</i> # of hearing requests processed		30	29	36	23	22	+15%*
<i>Efficiency:</i> % of closed cases resolved within 90 days		70%	86%	89%	85%	93%	+8%
<i>Effectiveness:</i> % of closed cases resolved prior to full evidentiary hearing		70%	86%	92%	89%	93%	+4%
Job Performance Management	5						
<i>Workload/demand:</i> # of new supervisors trained		195	210	263	114	166	+75%*
<i>Efficiency:</i> cost per trainee		\$5.90		\$5.03	\$4.98	\$4.35	-\$0.63
<i>Effectiveness:</i> Average training event quality rating		4.4	4.3	4.4	4.5	4.6	+2%

* Projected end of FY10 compared to actual end of FY09.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10(1) PERMANENT GOALS

1. Enhance relations with Legislative Delegation. Meet with all Senators and fifty percent of Representatives. (Chair & Vice Chair to accompany Director when possible.)

DATE	DELEGATE	ATTENDEES
July 2010	No Visits to Report	
June 2010	Senator Crist	Mr. Gardner (Telephone Conference)
May 2010	No Visits to Report	
April 2010	No Visits to Report	*
March 2010	No Visits to Report	*
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 18, 2009	Senator Rhonda Storms	Mr. Gardner
October 1, 2009	Rep. Darryl Rousson	Mr. Gardner, David Agliano

*Were temporarily suspended.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

2. Enhance relations with Board of County Commissioners. Meet with each Commissioner. (Chair & Vice Chair to accompany Director when possible.)

DATE	DELEGATE	ATTENDEES
July 2010	No Visits to Report	
June 2010	No Visits to Report	
May 2010	No Visits to Report	
April 2010	No Visits to Report	
March 2, 2010	Eric Larson for Commissioner Sharpe	Mr. Gardner, Ms. Bruno
March 2, 2010	Commissioner Beckner	Mr. Gardner, Ms. Bruno
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 2009	No Visits to Report	
October 2009	No Visits to Report	

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, and/or Member at Large to accompany Director when possible.) (Continued)

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
July 2010	No Visits to Report	
June 2010	No Visits to Report	
May 12, 2010	John Wheat Aviation Authority	Mr. Gardner
April 2010	Pat Frank Clerk of the Circuit Court	Mr. Gardner Victoria Butler
March 2010	No Visits to Report	
February 8, 2010	Cesar Padilla Public Transportation Comm.	Mr. Gardner David Agliano
January 28, 2010	Rob Turner Property Appraiser	Mr. Gardner David Agliano
January 28, 2010	Joe Waggoner Expressway Authority	Mr. Gardner Victoria Butler David Agliano
January 22, 2010	Dr. Rick Garrity Environmental Protection Comm.	Mr. Gardner David Agliano
January 14, 2010	Dr. Luanne Panacek Children's Board	Mr. Gardner Victoria Butler David Agliano

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
December 8, 2009	Renee Lee County Attorney's Office	Mr. Gardner Victoria Butler
December 4, 2009	Eric Hart Tampa Sports Authority	Mr. Gardner Victoria Butler
December 4, 2009	Louis Miller Aviation Authority	Mr. Gardner Victoria Butler
December 1, 2009	Dr. Earl Lennard Supervisor of Elections	Mr. Gardner Victoria Butler
November 30, 2009	Jeff Armstrong Soil & Water Conservation Dist	Mr. Gardner
November 24, 2009	Art Keeble Arts Council	Mr. Gardner, David Agliano
November 16, 2009	Pat Bean County Administrator	Mr. Gardner
October 21, 2009	No Visits to Report	

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

VIP PRESENTATIONS

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
July 2010	No Presentations	
June 2010	No Presentations	
May 2010	No Presentations	
April 2010	No Presentations	
March 2010	No Presentations	
February 2010	No Presentations	
January 2010	No Presentations	
December 1, 2009	State Attorney's Office Dick Donahoe Frank Guida Mary Ann Flanagan	Mr. Gardner & Civil Service Office Division Chiefs
November 2009	No Presentations	
October 2009	No Presentations	

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

4. Conduct two workshops.

JULY UPDATE: No change since last agenda.

JUNE UPDATE: No change since last agenda.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: No change since last agenda.

February Update: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Two workshops completed in 2009. FY10 schedule pending.

(2) DEPARTMENT GOALSPOLICY AND RULES

5. Revise, as necessary, Rule 15.8, Pre-Hearing Conference Requirements, to require parties involved to meet prior to the pre-hearing conference in order to facilitate the pre-hearing conference.

NOVEMBER UPDATE: Complete. Rule was revised and approved at the November Board Meeting.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)RECRUITING, TESTING, AND CERTIFICATION

Mr. Kurt Wilkening, Civil Service staff, gave an update on the Digital Communications Dispatcher and Records Data Specialist job analysis and test development job project.

6. Conduct two job analysis and test validation projects.

JULY UPDATE: Test questions are being written to measure the important and essential KSA's identified in the step below.

JUNE UPDATE: All KSA surveys have been returned and analysis of responses is being conducted.

May Update: KSA (Knowledge, Skills, Ability) surveys will be e-mailed to subject matter experts the first week of June.

April Update: All task surveys have been returned and analysis of responses is being conducted. KSA surveys are being developed.

March Update: No change since last agenda.

February Update: Site visits and interviews completed. Final listing of job tasks is complete. Surveys to be sent out this month.

January Update: Comprehensive list of tasks developed; scheduling of site visits to take place this month.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Staff identified the Digital Communications Dispatcher, Communications Supervisor, and Records Data Specialist job classifications to include in the next job analysis and test development projects.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)RECRUITING, TESTING, AND CERTIFICATION (Continued)

7. Participate in a minimum of 10 community outreach activities per year.

APRIL UPDATE: Complete. Participated in two outreach activities in April.

March Update: Participated in two outreach activities in March.

February Update: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: Participated in four outreach activities in November.

October Update: Participated in two outreach activities in October and scheduled four more for November.

8. Receive a 4 point or higher average evaluation rating (out of 5) from Performance Management Training attendees.

JULY UPDATE: Maintaining.

JUNE UPDATE: Maintaining.

May Update: Maintaining.

April Update: Maintaining.

March Update: Maintaining.

February Update: Maintaining.

January Update: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(2) DEPARTMENT GOALS (Continued)

RECRUITING, TESTING, AND CERTIFICATION (Continued)

9. Achieve a 90% or better "satisfied" customer service rating from survey respondents.

JULY UPDATE: Maintaining.

JUNE UPDATE: Maintaining.

May Update: Maintaining.

April Update: Maintaining.

March Update: Maintaining.

February Update: Maintaining.

January Update: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)RECRUITING, TESTING, AND CERTIFICATION (Continued)

Mr. Kurt Wilkening, Civil Service staff, presented this item. One Briefing was conducted in July.

10. Present briefings to Agency/Department Personnel Representatives with subject matter covering ATIS personnel requisition submission, sub-class requirements, eligibility list revisions, and downloading applicant contact information to create timely communications.

JULY UPDATE: Conducted one session in July.

JUNE UPDATE: Conducted one session in June.

May Update: Conducted one session in May.

April Update: Conducted one session in April.

March Update: Conducted two sessions in March.

February Update: Conducted one session in February.

January Update: Conducted one session in January.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)ADMINISTRATION

11. Image and perform quality assurance on Civil Service specific documents, to include quality assurance of personnel actions imaging.

JULY UPDATE: Imaging and Quality Assurance is complete for Public Records Requests received in July. Quality Assurance is complete for all Civil Service Final Orders from 1999 through August of 2000, EAC Minutes from 2005 through March of 2009, Daily Test Logs from 2008 through May of 2010, Personnel Actions (PA's) imaged in July, seven Job Content Questionnaires (JCQ's) and Supporting Documents for 22 JCQ's imaged in July. The total number of PA's processed and Quality Assured for the month of July is 1,870.

JUNE UPDATE: Both imaging and quality assurance is complete for Public Records Requests and the Recruiting Daily Test Logs. Quality Assurance is complete for both Personnel Actions and Job Content Questionnaires imaged in the month of June.

May Update: Both imaging and quality assurance is complete for recruitment eligibility lists for years 2008-2009, and Public Records Requests. Quality assurance is complete for both Personnel Actions and Job Content Questionnaires imaged in the month of May.

April Update: Both the imaging and quality assurance is complete for recruitment eligibility lists in year 2007, and nearly complete for years 2008 and 2009. Imaging of Public Record requests has begun. Quality Assurance is complete for both the Personnel Actions and Classification Job Content Questionnaires imaged in the month of April.

March Update: Both the Imaging and the Quality Assurance continues for Recruitment Eligibility Lists for years 2007 - 2009. Quality Assurance is complete for both the Personnel Actions and the Classification Job Content Questionnaires imaged in the month of March.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)ADMINISTRATION (Continued)

February Update: Both the Imaging and the Quality Assurance of Pay Period Calendars and the Legislative Audit are complete. Imaging of Recruitment Eligibility Lists for the year 2006 is complete. Quality Assurance is complete for both the Personnel Actions and the Classification Job Content Questionnaires imaged in the month of February.

January Update: Imaging and Quality Assurance of Legislative Audit is 95% complete. Imaging and Quality Assurance of Appointing Authority Signature Authorization forms are complete. Quality Assurance of Personnel Actions imaged is complete for the month of January 2010.

December Update: Imaging and Quality Assurance of Recruitment Eligibility Lists is 20% complete. Imaging and Quality Assurance of Legislative Audit is 75% complete. Quality Assurance of Personnel Actions imaged is complete for the month of December.

November Update: Imaging of Recruitment Eligibility Lists has begun. Imaging and Quality assurance of Agency Pay Policies is complete. Quality Assurance of Personnel Actions imaged is complete for the month of November.

October Update: Imaging of the Legislative Audit for years 1995 - 1998 has begun. Completed imaging for Employee Advisory Committee Rules & By-Laws and for Appointing Authorities' Pay Policies. Quality assurance of personnel actions imaged is complete for the month of October.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS

12. Upgrade HRIS by June 1, 2010. HRIS (Lawson-Human Resources Management Suite) is licensed and operated by the Office of the County Administrator. The Civil Service Office uses HRIS to track County Administrator classified employees and positions and also to track all other classified employees and positions. The Civil Service Office also supports HRIS users in the area of personnel action processing and position control. The Office's involvement in the upgrade project includes process design, set-up, testing, user manual updates, user training, report modifications, and post-go-live user support and troubleshooting.

JANUARY UPDATE: Complete. Went live with new version of HRIS on January 26, 2010.

December Update: On schedule and on budget.

November Update: On schedule and on budget.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

13. Within forty-eight hours of receipt, review for compliance with Civil Service Law and Rules, eighty percent of the 30,000 (estimated) classified employee job and pay changes that will be received in FY '10. Historically, only thirty percent of personnel actions have been reviewed within forty-eight hours of receipt. The improvement will be achieved by redesigning the classified personnel action work flow. A direct benefit of the improvement will be more current information available to users of the HRIS system.

DECEMBER UPDATE: Complete. By the end of December, eighty percent of employee actions were reviewed within forty-eight hours of receipt. Future efforts will focus on maintaining and even improving on this achievement.

November Update: Early in November, twenty percent of employee actions were reviewed within forty-eight hours of receipt. By the end of the month, sixty-five percent of actions were reviewed within forty-eight hours of receipt.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

14. By June 1, 2010, include the Sheriff's Human Resources Department as a user of the HRIS system and the imaged personnel file system. With the addition of the Sheriff's Office, all twenty-two agencies served by the Civil Service Office will have access to HRIS and the imaged official classified personnel files for their employees.

JANUARY UPDATE: Complete. The Sheriff's Office began using HRIS and the imaged personnel files in late January 2010. With the addition of the Sheriff's Office, all 22 client agencies are now able to use HRIS to view their employee information and to access Civil Service Office imaged personnel files for their employees.

December Update: Several hurdles were overcome in December. Achievement of this goal is expected next month.

November Update: No progress to date.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

Dane Petersen, Civil Service staff, gave an update to this goal.

15. Implement eleven ATIS (applicant tracking system) enhancements by June 1, 2010. The enhancements were requested by the Office's Recruiting, Testing, and Certification Department to enhance efficiency and effectiveness.

JULY UPDATE: One enhancement was successfully implemented in July. RTC now has the ability to create custom emails for automated applicant response. Four enhancements remain and are currently being worked on.

JUNE UPDATE: No tasks completed in June.

May Update: No tasks completed in May.

April Update: The total number of enhancements for the current fiscal year has grown to 16 from the original 11. In April, three enhancements were successfully implemented including the accommodation for RIF'd employees to apply for closed promotions.

March Update: Four enhancements were successfully implemented in March.

February Update: No tasks completed in February.

January Update: Two enhancements were successfully implemented in January. Currently working on a group of three.

December Update: One enhancement was successfully implemented in December. Currently working on a group of two.

November Update: No progress to date.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

Dane Petersen, Civil Service staff, gave an update to this goal.

16. Continue to collaborate with the Board of County Commissioners, Clerk of the Circuit Court and the City of Tampa to select, purchase and implement a new resource management computer system, often referred to as an ERP (Enterprise Resource Planning) system. The selection and purchase phases of the project are planned for completion in FY '10. The implementation of the various program modules will occur over the following two to three years, with the Human Resources modules likely to be implemented in the final year. The Civil Service Office will contribute two to three staff on a part-time basis during the selection and purchase phases of the project. During the implementation of the human resources modules of the ERP, the Office plans to dedicate one full-time staff person and others on a part-time basis.

JULY UPDATE: Four proposals were received, but all four were deemed by the County Administrator's Procurement Department to be "non-responsive." The BOCC was asked to throw out the received proposals on August 4th. The BOCC delayed their decision until August 18.

JUNE UPDATE: No milestones achieved in June.

May Update: Four hundred-sixty questions have been asked by potential bidders. 408 questions were answered in May. The submission deadline was extended (again) to July 1, 2010.

April Update: The RFP for this project was issued on April 16, 2010. A pre-bid conference was held with potential bidders on April 30, 2010. The pre-bid conference was attended by approximately 75 persons representing many different companies. The deadline for submitting proposals is currently June 8, 2010.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

March Update: No milestones achieved in March.

February Update: No milestones achieved in February.

January Update: No further progress to date.

December Update: No further progress to date.

November Update: No further progress to date.

October Update: No further progress to date.

CLASSIFICATION AND COMPENSATION (Continued)

17. Prep, scan and index four boxes of historical classification action letters and backup material.

FEBRUARY UPDATE: Complete.

January Update: This project is 85% complete.

December Update: This project is 75% complete.

November Update: This project is 25% complete.

October Update: This project is 16% complete.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)CLASSIFICATION AND COMPENSATION (Continued)

18. Insure we have a current Job Content Questionnaire (JCQ) for each classified position. This involves having an Excel file created comparing all classified positions in HRIS to positions in Image Now that do not have a JCQ, then searching the MGT data base to see if a JCQ was completed, printing the JCQ then scanning and indexing it. If no JCQ is found in the MGT data base, then request a new JCQ from the agency or department that owns the position.

JULY UPDATE: Two hundred ninety-six of the 362 positions without a JCQ have been researched in the MGT database. A total of 246 JCQs have been retrieved.

JUNE UPDATE: Two hundred sixty-five of 362 positions without a JCQ have been researched in the MGT database. A total of 213 JCQ's have been retrieved.

May Update: Two hundred thirty-three of the 362 positions without JCQ's have been researched in the MGT database. A total of 181 JCQ's have been retrieved.

April Update: No further progress to date.

March Update: Two hundred-thirteen of the 362 positions without JCQ's have been researched in the MGT database. A total of 162 JCQ's have been retrieved.

February Update: One hundred four of the 362 positions without JCQ's have been researched in the MGT database. A total of 52 JCQ's have been retrieved.

January Update: Nine more JCQ's have been retrieved from the MGT database, for a total of 22.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)CLASSIFICATION AND COMPENSATION (Continued)

December Update: The final count of positions with no JCQ was 375. As of December 31, 2009, 13 JCQ's have been retrieved from the MGT data base, leaving 362 positions without a JCQ.

November Update: List of potential positions without a JCQ has been reduced from approximately 2,000 to 713.

October Update: Excel file created. Different categories of positions have been sorted into separate sheets to help determine the actual number of positions without a JCQ.

19. Scan and index historical class descriptions.

JUNE UPDATE: Complete. A total of 5,226 pages were reviewed, scanned, and indexed.

May Update: As of May 31, 2010, 3,701 pages of the estimated 7,000 pages have been reviewed, scanned, and indexed.

April Update: As of April 30, 2010, 759 pages of the 7,000 pages have been compared to documents already in Image now and indexed as appropriate.

March Update: Approximately 7,000 pages were identified as historical class descriptions. Hard copies will be compared to imaged documents to determine if any pages are missing in the electronic file. Any missing pages will be scanned and indexed to complete the electronic file in ImageNow.

February Update: Class descriptions have been prepped for scanning and indexing. We are in the process of comparing hard copy versions to electronic files to determine if hard copies are missing from electronic files to prevent duplications.

January Update: No progress to date.

December Update: No progress to date.

November Update: No progress to date.

October Update: No progress to date.

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)2. NEXT EMPLOYEE ADVISORY COMMITTEE (EAC) MEETINGS

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, September 2, 2010, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive.

2010 EAC SCHEDULE	
SCHEDULED DATE	BOARD MEMBER ATTENDING
January 14	David Agliano
February 11	Christine Bruno
March 11	Pat Spencer
April 8	Victoria Butler
May 13	David Agliano
June 10	David Agliano
July 8	David Agliano
August 12	David Agliano
September 2	Rob Mitchell
October 14	Victoria Butler
November 4	David Agliano
December 9	

Ms. Bruno will attend the December 9, 2010, Employee Advisory Committee Meeting.

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)3. NEXT CIVIL SERVICE BOARD MEETING

The September Civil Service Board Business Meeting is scheduled to be held on Wednesday, September 15, 2010, at 6:15 P.M. in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

STAFF RECOMMENDATION

None. Item is for information only.

Mr. Gardner, Civil Service Board, presented this item to the Board for Fiscal Year 2011. He put them in this agenda for the Board to review and if changes are needed to be made, they will be approved before October 1, 2010.

4. DIRECTOR'S COMMENTSGOALS AND MEASURES FOR FY 2011

Following are recommended Goals for the upcoming fiscal year. Once again, the Goals are divided into permanent and departmental, with four permanent and 22 department Goals.

PERMANENT GOALS

1. Enhance relation with Legislative Delegation. Meet with all Senators and fifty percent of Representatives. (Chair and Vice Chair to accompany Director when possible.)
2. Enhance relations with Board of County Commissioners. Meet with each Commissioner. (Chair & Vice Chair to accompany Director when possible.)
3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, and/or Member at Large to accompany Director when possible.)
4. Conduct two workshops.

V.E. ADMINISTRATIVE (Continued)4. DIRECTOR'S COMMENTS/GOALS AND MEASURES FOR FY 2011 (Continued)DEPARTMENT GOALSADMINISTRATION (Numbers 1-6)1. REQUESTS FOR APPEAL

90% Notification of appeal published to Appointing Authorities within 2 business days, and

100% Notification within 3 business days of receipts of employee request for appeal (CS Form 5A)

2. IMAGING & QUALITY ASSURANCE

95% Documents imaged within two weeks of receipt

95% QA for documents imaged within two weeks of receipt

3. BOARD AGENDA PUBLICATION

90% Conduct Agenda Review no later than noon, 6 calendar days prior to the CSB meeting.

4. HEARING PREPARATION

95% Provide the CSB all back-up materials no later than 5 calendar days prior to the scheduled hearing.

5. CSB MINUTES

95% Civil Service Board draft meeting minutes completed and transmitted to the Board no later than 2 weeks prior to the Board meeting.

6. PROCUREMENT

95% Clerk of the Circuit Court is provided with detailed summary reports on transactions approved not later than 5 days after P-Card expenditure.

V.E. ADMINISTRATIVE (Continued)4. DIRECTOR'S COMMENTS/GOALS AND MEASURES FOR FY 2011 (Continued)DEPARTMENT GOALS (Continued)ADMINISTRATION (Numbers 1-6) (Continued)

95% Monthly detailed reconciliation of each month's expenditures completed no later than one week from closing dates.

CLASSIFICATION AND COMPENSATION (Numbers 7-9)

7. 90% Receive an overall satisfaction rating of 4, on a scale of 1 to 5, on the Classification Basics Course.
8. 95% Complete or return Classification Action Requests within 30 calendar days of receipt.
9. 95% Inform our customers of the receipt and estimated completion time within 48 hours after receipt.

INFORMATION MANAGEMENT & PERSONNEL ACTIONS (IMPA) (Numbers 10-12)10. PERSONNEL ACTIONS

- a. Review 90% of personnel actions for law, rule, and policy compliance within 3 work days of receipt.
- b. 95% of the time, provide an initial response to public record requests within 1 work day of receipt.

11. HRIS - PERSONNEL ACTIONS SUPPORT

- a. Achieve a 'Satisfied' or higher rating from 95% of employees trained in the use of HRIS.
- b. Publish 2 updates to HRIS user manuals.

12. INFORMATION MANAGEMENT

- a. Successfully complete a minimum of 6 projects that use information technology to improve Office Efficiency and/or Effectiveness.
- b. 95% of the time, create new reports in response to public records requests within 2 work days of request confirmation.

V. E. ADMINISTRATIVE (Continued)4. DIRECTOR'S COMMENTS (Continued)DEPARTMENT GOALS (Continued)POLICY (Numbers 13-16)13. GRIEVANCES

Respond to grievance acknowledging receipt of grievance within 5 working days 95% of the time.

Resolve and respond to the grievant within 10 working days 95% of the time.

14. RULE CHANGE

Respond to a rule change proposer within five working days 95% of the time.

Schedule a Rules Committee meeting regarding a proposed rule change within six weeks 95% of the time.

15. Attend 90% of the Civil Service Board meetings per year.

16. Serve as Civil Service Board clerk at hearings 90% of the time.

RECRUITING, TESTING, & CERTIFICATION (RTC) (Numbers 17-22)

17. 95% of applications submitted will be processed within 3 days.

18. 95% of requisitions submitted will be processed within 3 days.

19. 100% of recruitment request submitted by deadlines will be initiated.

20. 95% of applicants who test will be provided with results within 3 days.

V. E. ADMINISTRATIVE (Continued)4. DIRECTOR'S COMMENTS (Continued)DEPARTMENT GOALS (Continued)RECRUITING, TESTING, & CERTIFICATION (RTC) (Numbers 17-22) (Continued)

21. 100% of newly hired raters and their supervisors will be invited to attend Rater training within 30 days of PA action notification.
22. 95% of RIF employees will be notified within 3 days of CSB official receipt of layoff to attend CSB out processing.

COMMENTS

It is recommended that quarterly updates be provided, rather than monthly.

If there are other goals that the Board desires to include, the August meeting would be the best time to do so, in order that staff can publish the entire package for final Board approval at the September CSB business meeting.

RECOMMENDATION

1. Recommend the Board approve the Goals and Measures as presented, with the caveat that additional goals may be introduced at the September Business Meeting.

Motion: Mr. Agliano

Second: Ms. Spencer

The motion was approved by the Board to approve the Goals and Measures as presented.

2. Recommend the Board approve the quarterly update schedule.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion was approved by the Board to approve the quarterly update schedule.

V. E. ADMINISTRATIVE (Continued)4. DIRECTOR'S COMMENTS (Continued)

Mr. Gardner, Civil Service Director, presented this item. He met with Mr. Merrill, Interim County Administrator, and has offered the 'consulting' knowledge and skills of himself and Mr. Bob Chandler, Civil Service Chief of Classification.

ASSISTANT OFFERED TO THE COUNTY ADMINISTRATOR

Offered staff assistance to the County Administrator regarding reorganization process:

- Offered unique skills/knowledge of Bob Chandler and myself to Mike Merrill
- Offered on a consultation basis
 - Nothing binding
 - Strictly advisory in nature
- Already met once with George Williams and Lucia Garsys, with a follow-up meeting scheduled for Wednesday, August 25, 2010.

The Board approved the consulting role as discussed by the Director.

V. E. ADMINISTRATIVE (Continued)

4. DIRECTOR'S COMMENTS (Continued)

CIVIL SERVICE BOARD
 Victoria Butler, Chair
 David W. Agliano, Vice-Chair
 Christine Bruno
 Chris Kavouklis
 Rob Mitchell
 Pat Spencer
 Heidi Swanson
 Pat Frank
 Secretary Ex Officio



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 Job Newsline (813) 272-6975
 www.hccsb.org
 Ronald E. Gardner, Director

August 11, 2010

Mr. Mike Merrill
 Interim County Administrator
 601 East Kennedy Boulevard
 26th Floor
 Tampa, Florida 33602

SUBJECT: Organization Consulting

Dear Mr. Merrill:

The following is submitted in response to your request made in our meeting on Tuesday, August 10, 2010.

The Civil Service Board will serve as a consultant to the Office of the County Administrator on matters concerning organization and reorganization by reviewing proposals and offering professional recommendations.

In order to do so, we will require detailed organization charts and functional statements for every entity in the organization.

We will provide comments on possible efficiencies, reporting relationships, proper organization alignment, span of control, and other principles of organization.

Recommendations will be advisory in nature and nonbinding.

MAKE A DIFFERENCE! COME WORK WITH US!
 An Affirmative Action – Equal Opportunity Employer

V. E. ADMINISTRATIVE (Continued)**4. DIRECTOR'S COMMENTS (Continued)****Gardner, Ronald**

From: Merrill, Mike
Sent: Monday, August 16, 2010 4:30 PM
To: Gardner, Ronald
Cc: Johnson, Eric; Stewart, Edith; Gray, Gene; Rogoff, David; Vanderploog, Paul; Garsys, Lucia; Harness, Carl; O'Donnell, Manus; Sekouri, Michelle
Subject: Your August 10, 2010 Letter - CS consulting on matters concerning organization and reorganization

Gene, thank you for the captioned letter proposing consulting assistance to me and my staff concerning County Administration organization and reorganization plans. I am pleased to accept your assistance. I would appreciate your attendance at my executive team meeting on August 22 to discuss the details of this engagement with senior staff. In the meantime, as you requested, you will be provided with organizational charts and functional statements for entities in my organization some of which are currently in process. To assist in your review, you may deal directly with ACAs and department directors to obtain information you require. You and I will meet at least monthly to discuss your progress - by copy of this email I am asking Michelle to schedule those monthly meetings through the end of December 2010.

Thanks again, and I look forward to working with you.

Mike

VI. REPORT FROM GENERAL COUNSEL/DOCKET

The enclosed schedule identifies pending appeals of discipline, grievances, and civil actions that involve the Civil Service Board.

PLEASE NOTE

THE CIVIL SERVICE BOARD DOCKET IS SUBJECT TO REVISION.
REVISED DOCKETS WILL BE DISTRIBUTED AT THE BOARD MEETING.
PLEASE REFER TO THESE REVISED DOCKETS DURING THE MEETING.

Mr. Pete Zinober, Civil Service General Counsel, presented the docket, referencing the docket dated September 18, 2010. Case #707 is the Ebrahim Maidani Petition for Cert, which is pending in the Second District Court of Appeal. All the briefing has been completed and the court has it now for decision. Case #709 is the employee group grievance for working out of class from Code Enforcement, tentatively scheduled to be heard on September 28th.

In reference to Case 709, Mr. Gardner relayed to the Board that action was completed today and the report was sent to Attorney Danielle Green, Grievant Dan Green, and the Department Head, Dexter Barge. Since the document was sent out two days late, Mr. Gardner asked the Board to allow the parties until August the 30, 2010, at Noon to respond. This date would be consistent with the two days that Civil Service was late, adding that to the timeframe that is specified in the order. Mr. Gardner asked the Board for their approval.

Motion: Ms. Bruno

Second: Mr. Agliano

The motion was approved by the Board to give Attorney Green, Grievant Dan Green, and Department Head, Dexter Barge until August 30, 2010, at Noon to respond to the Grievance.

Mr. Zinober resumed the report of the docket. Case #720 is Gale Femia, appealing a dismissal, and a Summary Judgment motion has been filed in that case. The hearing is scheduled after the September 15, 2010, Board Meeting. Case #721, Pwu-Sheng Liu, is appealing her dismissal. That Summary Judgment motion is scheduled to be heard after the regular meeting today. Case #722, Valori Larocca-Hatfield, Summary Judgment has been filed. The response is due September 2nd. The hearing is scheduled for September 15, 2010, after the regular Board Meeting.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

Case #723 is an appeal of a one day suspension in the Sheriff's Office by Othoniel Collado. There is a request for an extension to file a Summary Judgment in that case that has been granted to and including August 27, 2010. Case #724, Norman Vik, there's been a request for extension to file a Summary Judgment motion that has been approved until August 26th. Those will be scheduled if summary judgment motions are filed.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 8/18/2010
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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE	707	RCVD:	12/4/2009	CIVIL ACTIONS		
APPELLANT:	MAIDANI EBRAHIM	AA/DEPT:	N/A	ALLEGATIONS:		
REPRESENTATIVE:		AA REP:				
REP PHONE:		REP PHONE:				
<u>COMMENTS</u>	<p>JANUARY 15, 2010 PETITIONER'S REPLY TO HCCSB'S RESPONSE TO AMENDED PETITION FOR WRIT OF CERTIORARI. FEBRUARY 15, 2010 PETITIONER'S REPLY TO HCCSB'S MOTION TO STRIKE PORTIONS OF MAIDANI'S AMENDED REPLY BRIEF. ORDER DENYING PETITION FOR WRIT OF CERTIORARI ON 04/13/2010. NOTICE OF APPEAL OF FINAL ORDER DENYING WRIT OF PETITION FOR CERTIORARI RECEIVED ON 05/13/2010. ACKNOWLEDGEMENT OF NEW CASE RECEIVED FROM THE SECOND DISTRICT COURT OF APPEAL ON 06/11/2010. NEW CASE NUMBER: 2D10-2833. HILLSBOROUGH COUNTY'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI ON 7/8/10. MAIDANI'S REPLY TO HILLSBOROUGH COUNTY'S RESPONSE RECEIVED 07/20/2010. HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI RECEIVED 7/26/2010. APPENDIX TO HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI.</p>					
<u>SUM JUDGEMENT HEARING</u>		<u>PREHEARING</u>		<u>EVIDENTIARY HEARING</u>		<u>OTHER ACTIONS FOR BOARD REVIEW</u>
DATE:						
TIME:						
LOCATION:						
DECISION:					BAILIFF	
CASE	709	RCVD:	1/12/2010	GRIEVANCES		
APPELLANT:	EMPLOYEE GROUP	AA/DEPT:	CODE ENFORCEMENT	ALLEGATIONS:		
REPRESENTATIVE:	DANIEL GREEN	AA REP:	DANIELLE GREEN	5.2 (B) 5.10		
REP PHONE:	813. 274.6685 ext	REP PHONE:	813. 272.5673 ext 30161			
<u>COMMENTS</u>	<p>GRIEVANCE FILED BY AN EMPLOYEE GROUP AND UNDER REVIEW BY CSB DIRECTOR. GRIEVANCE HEARING GRANTED. LETTER DATED 02/25/2010. 05/14/2010 ORDER STAYING GRIEVANCE HEARING PENDING CLASSIFICATION STUDY. RESULTS/ORAL ARGUMENTS TO BE HEARD 08/18/2010. LETTER FROM OFFICE OF THE COUNTY ATTORNEY DATED 05/25/2010 REQUESTING A FULL EVIDENTIARY HEARING AS SOON AS PRACTICABLE FOLLOWING THE RESULTS OF THE CLASSIFICATION STUDY AND ORAL ARGUMENTS TO BE HEARD ON 08/18/2010. LETTER SENT TO DANIEL GREEN BY CSB DIRECTOR ON 06/02/2010 ASKING REVISION TO PARAGRAPH 5 OF COUNTY ATTORNEY'S LETTER DATED 05/25/2010 BE CHANGED. LETTER DATED 06/15/2010 TO ALL PARTIES TO FILE WITH ATTACHED REVISED ORDER STAYING GRIEVANCE PENDING CLASSIFICATION STUDY. LETTER DATED 07/16/2010 TO ALL PARTIES TO FILE WITH ATTACHED SECOND REVISED ORDER STAYING GRIEVANCE PENDING CLASSIFICATION STUDY. RESPONSE DUE BY NOON 08/25/2010.</p>					
<u>SUM JUDGEMENT HEARING</u>		<u>PREHEARING</u>		<u>EVIDENTIARY HEARING</u>		<u>OTHER ACTIONS FOR BOARD REVIEW</u>
DATE:						
TIME:						
LOCATION:						
DECISION:					BAILIFF JODI PRIETO	
						ORAL ARGUMENTS 09/15/2010. CONTINUED TO 6:00 PM, TUESDAY, 09/28/2010 ON THE 18TH FLOOR.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 720		RCVD: 6/21/2010		APPEALS	
APPELLANT: FEMIA GALE REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/11/2010 CS FORM 5A RECEIPT: 6/21/2010 NOTICE TO AA/DEPT: 6/24/2010		AA/DEPT: PARKS RECREATION & CONSERVATION AA REP: RUDIN HAIDERMOTA REP PHONE: 813. 272.5673 ext 30150	
COMMENTS MFSJ DUE COB 07/13/2010. REQUEST FOR EXTENSION TO FILE MFSJ RECEIVED 06/28/2010. GRANTED. MFSJ DUE BY NOON 08/04/2010. MFSJ RECEIVED 08/04/2010. MFSJ					
SUM JUDGEMENT HEARING DATE: 9/15/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 7/19/2010 2:00 PM 17TH FLOOR CONTINUED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 721		RCVD: 6/23/2010		APPEALS	
APPELLANT: LIU PWU-SHENG REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/14/2010 CS FORM 5A RECEIPT: 6/23/2010 NOTICE TO AA/DEPT: 6/25/2010		AA/DEPT: ENVIRONMENTAL PROTECTION COMM AA REP: RICK MURATTI REP PHONE: 813. 627.2600 ext	
COMMENTS MFSJ DUE COB 07/14/2010. MFSJ RECEIVED 07/14/2010. MFSJ RESPONSE DUE BY NOON 08/12/2010. MFSJ RESPONSE RECEIVED 08/04/2010.					
SUM JUDGEMENT HEARING DATE: 8/18/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 7/20/2010 2:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 722		RCVD: 6/25/2010		APPEALS	
APPELLANT: LAROCCA-HATFIELD VALORI	DISCIPLINARY ACTION: DISMISSAL	AA/DEPT: HEALTH & SOCIAL SERVICES	ALLEGATIONS: VIOL CSR 11.2 (1), (5), (6), (26), (32) & HR FITNESS FOR DUTY POLICY 2.15		
REPRESENTATIVE:	EFFECTIVE DATE: 6/14/2010	AA REP: RUDIN HAIDERMOTA			
REP PHONE:	CS FORM 5A RECEIPT: 6/25/2010	REP PHONE: 813. 272.5673 ext 30150			
	NOTICE TO AA/DEPT: 6/29/2010				
<u>COMMENTS</u> MFSJ DUE BY COB 07/16/2010. REQUEST FOR EXTENSION TO FILE MFSJ RECEIVED 07/01/2010. GRANTED. MFSJ DUE BY NOON 08/04/2010. MFSJ RECEIVED 08/04/2010. MFSJ RESPONSE DUE 09/02/2010.					
<u>SUM JUDGEMENT HEARING</u>	<u>PREHEARING</u>	<u>EVIDENTIARY HEARING</u>	<u>OTHER ACTIONS FOR BOARD REVIEW</u>		
DATE: 9/15/2010	7/27/2010				
TIME: 7:00 PM	10:00 AM				
LOCATION: 18TH FLOOR	17TH FLOOR				
DECISION:	CONTINUED	BAILIFF			
<u>CASE 723</u>					
<u>APPELLANT: COLLADO OTHONIEL</u>		<u>RCVD: 7/9/2010</u>		<u>APPEALS</u>	
<u>REPRESENTATIVE:</u>	<u>DISCIPLINARY ACTION: SUSPENSION</u>	<u>AA/DEPT: SHERIFF'S OFFICE</u>	<u>ALLEGATIONS:</u>		
<u>REP PHONE:</u>	<u>EFFECTIVE DATE: 7/21/2010</u>	<u>AA REP: TONY PELUSO</u>	VIOL HC/SO RULE 3.4.05 & VIOL CSR 11.2(1)		
	<u>CS FORM 5A RECEIPT: 7/9/2010</u>	<u>REP PHONE: 813. 247.8928 ext</u>			
	<u>NOTICE TO AA/DEPT:</u>				
<u>COMMENTS</u> (SUSPENDED FOR ONE DAY: 07/21/2010.) MFSJ DUE 07/29/2010. 07/20/2010 REQUEST FOR EXTENSION TO FILE MFSJ APPROVED TO NOON ON 08/27/2010.					
<u>SUM JUDGEMENT HEARING</u>	<u>PREHEARING</u>	<u>EVIDENTIARY HEARING</u>	<u>OTHER ACTIONS FOR BOARD REVIEW</u>		
DATE:	8/20/2010				
TIME:	2:00 PM				
LOCATION:	17TH FLOOR				
DECISION:	CANCELED	BAILIFF			

VII. REPORT FROM GENERAL COUNSEL/DOCKET

Victoria Butler, Chair
Hillsborough County Civil Service Board

Ron Zeigler
Deputy Clerk, Clerk of Circuit Court